# Polycom 550/650 End User Express Guide

## Making a Conference Call

- Conference Call (when on a call)
- Hit Conference (puts current call on hold)
- Enter new number (recipient answers)
- Hit Conference (calls joined)

### Adding Additional Leg

**(Only if another 550/650 participant)**

- Repeat above steps

### Dropping Leg of Conference Call

- Hit Split (all legs on hold)
- Select desired participant and hit Resume
- Advise participant of disconnection
- Hit End Call
- Resume other leg of call

## Transferring a Call

- Blind Call Transfer
- Hit Transfer
- Enter new number
- Hit Transfer before recipient answers

### Supervised Transfer/Announce call

- Hit Transfer
- Enter new number, recipient answers
- Announce the call
- Hit Transfer
- Call is transferred to new number

### Setting Ring tones

- MENU->Settings->Basic->Ring Type

## Contact Directory

### Adding a Contact Manually

- Menu->Features->Contact Directory->Add

### Adding a Contact from Call Logs

- View number in call log
- Hit More and Save
- Navigate to Contact Directory entry
- Enter name (and other details)

### Restarting/Rebooting your phone

Menu->Setting->Basic-> Restart

### If Hard Reboot is required

- Disconnect Ethernet
- Disconnect Power
- Reconnect Power
- Reconnect Ethernet

## Call Logs

### Viewing Call Logs

- Menu->Features->Call Lists

### Also accessible by Navigation Arrows

- Missed Calls – down arrow
- Received Calls – left arrow
- Placed Calls - right arrow

### Clearing Call Logs

Menu->Features->Call Lists-> Select List->Clear